COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole was held by video conference on November 10, 2020 at 6:06 p.m., with Councilman Slavin presiding in the absence of Council President Hare. Council members present via video or telephone were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Rocha, Mr. Taylor, and Mr. Lindell. Mr. Cole was absent. Mayor Christiansen was also present. Civilian members present via video or telephone for their Committee meetings were Mr. Caldwell and Col. Dix, Retired, *(Parks, Recreation, and Community Enhancement*). Ms. Maucher (*Utility*) was absent.

UTILITY COMMITTEE

The Utility Committee met with Councilman Slavin presiding in the absence of Chairman Cole.

Adoption of Agenda
Mr. Sudler moved for adoption of the agenda, seconded by Mr. Taylor and unanimously carried.

Evaluation of Bids - SCADA (Supervisory Control and Data Acquisition) Equipment Technology Upgrade (Actionable Item)
Mr. Jason Lyon, Water and Wastewater Director, reviewed the background and analysis regarding the evaluation of bids for SCADA Equipment Technology Upgrade.

Staff recommended awarding the contract to Freemire & Associates, Inc. for the SCADA Equipment Technology Upgrade, ITB #21-0009WW, for the amount of $197,118.

Mr. Neil moved to recommend approval of Staff's recommendation. The motion was seconded by Mr. Taylor and unanimously carried.

Evaluation of Proposals - College Road Pump Station Upgrade Engineering Design Support (Actionable Item)
Mr. Jason Lyon, Water and Wastewater Director, reviewed the background and analysis regarding the evaluation of proposals for the College Road Pump Station Upgrade Engineering Design Support.

Staff recommended awarding the contract to Remington & Vernick Engineers for the College Road Pump Station Upgrade Engineering Design, RFP #21-0010WW, for the amount of $17,523.

Responding to Mr. Taylor, Mr. Lyon stated that the poly-triplex liner is like a sock slipped into the manhole. He advised that they have dealt with inflow and infiltration issues consistently throughout the City and that the poly-triplex liner provides a barrier for any groundwater infiltration. Mr. Lyon noted that it was a preventative maintenance measure to reduce the amount of water being treated by the County unnecessarily.

Mr. Taylor expressed his concerns regarding the proposal price and COVID-19. Mr. Lyon stated that they spoke with Remington & Vernick Engineers and he felt confident with the proposal, which is just to create the bid documents and the specifications, not for the construction phase.

Responding to Mr. Anderson, Mr. Lyon stated that they have a contract length of 120 days from notice to proceed. He noted a caveat with all the COVID-19 situations and that they may have to do things virtually, so the end of March was the game plan. Mr. Lyon noted that they budgeted the actual construction phase to be scheduled in fiscal year 2023.

Mr. Rocha stated that he shared the same concerns as Mr. Taylor and asked what made Mr. Lyon feel confident that Remington and Vernick Engineering could do the work. Responding, Mr. Lyon stated that when they submitted the proposal it came with a statement of understanding, statement of qualifications, references and provided other similar projects that they had done in the past. Mr. Lyon noted that another aspect of the process was there was a question and answer phase of the proposal and each proposer of the five engineering firms had to sign off and say that they have accepted all the specifications and read and understood the addendum.

Mr. Neil moved to recommend awarding the contract to Remington & Vernick Engineers for the College Road Pump Station Upgrade Engineering Design, RFP #21-0010WW, for the amount of $17,523, as recommended by Staff. The motion was seconded by Mr. Taylor and unanimously carried.

Water Treatment Plant Process Improvement Project – Construction Support Services Fees – Change Order (Actionable Item)
Mr. Jason Lyon, Water and Wastewater Director, reviewed the background and analysis regarding the Water Treatment Plant Process Improvement Project – Construction Support Services Fees – Change Order.

Staff recommended approval of the proposed amendment to the construction support services by Duffield Associates, in the amount of $39,000.

Responding to Mr. Anderson regarding a new timeframe and the cost, Mr. Lyon stated they have not received anything in writing from the contractor and that they would be onsite the week of November 16, 2020 to complete the punch list items and the programming issues that have arisen since the plan had received substantial completion. Mr. Lyon noted that they anticipated that they would finish that up the week of November 16, 2020 and then they would go into a conditional acceptance for 30 days. Mr. Lyon advised that if anything went wrong in those 30 days, the contractor would have to come back and fix it with no questions asked, which would bring them into mid-December. Mr. Lyon noted that he did not have it in writing.

Regarding the amount of money that was provided in that estimate, Mr. Lyon stated that he did have in writing from Duffield that their estimate for $39,000 would go through the end of October and that it was very conservative. He noted that they felt that $39,000 was an ample amount to finish their aspect of the project. Mr. Lyon stated that he had reviewed their work logs and confirmed that. He noted that although the committee action form and attachment indicated October 30, 2020, he does have it in writing that they feel confident that they can run this out even past December if they need to.

Mr. Anderson moved to recommend approval of the proposed amendment to the construction support services by Duffield Associates, in the amount of $39,000, as recommended by Staff. The motion was seconded by Mr. Neil and unanimously carried.

Mr. Neil moved for adjournment of the Utility Committee meeting, seconded by Mr. Rocha and unanimously carried.

Meeting adjourned at 6:29 p.m.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee met with Chairman Anderson presiding.

Adoption of Agenda
Mr. Sudler moved for approval of the agenda, seconded by Mr. Neil and unanimously carried.

Proposed Revision to the Reciprocal Borrowing Agreement (Informational Item)
Mr. Matthew Harline, Acting City Manager, reviewed the proposed revisions to the Reciprocal Borrowing Agreement.

Mr. Brian Sylvester, Library Director, stated that all four of the municipalities were reviewing the proposal and if there was any feedback that Committee or Council members would like for him to bring back to the next meeting of the library directors on November 17, 2020, he would be happy to take that to the directors.

Responding to Mr. Sudler regarding negative components, Mr. Sylvester stated that when there is a surplus balance in the account, the County would distribute it five ways, not just to the four member libraries in the agreement, but also to the Kent County Library. He advised that under the proposal, the Kent County library would not receive any funding even when there is a surplus. Mr. Sylvester stated that from the County's perspective that could be considered a downside, but as far as the four member libraries, this would result in increased funding and a more stable funding source because they would not have that surplus that built up. Mr. Harline noted that the possible downside would be that the County could say no. He stated that it requires a legislative change at the County level.

Responding to Col. Dix, Mr. Sylvester stated the calculation is based on circulation, an item physically being checked out. He advised that under the current agreement, each of those transactions was valued at $2.65. Mr. Sylvester stated that he was proposing to use those same numbers, but instead of linking it to the actual physical number of times a book has changed hands, they were looking at the percentage of the total.

Responding to Col. Dix, Mr. Harline stated they have a budget to order books. He advised that a lot of the money goes directly towards materials, including materials that are not books. He noted that they use very little City money for materials that are not actual hard books.

Mr. Neil moved to endorse the proposed revisions of the Reciprocal Borrowing Agreement, seconded by Mr. Sudler and unanimously carried.

Mr. Neil moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting. The motion was seconded by Mr. Sudler.

Mr. Neil moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting. The motion was seconded by Mr. Sudler and unanimously carried.

Meeting adjourned at 6:41 p.m.

Mr. Sudler moved for adjournment of the Council Committee of the Whole meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:41 p.m.

Timothy Slavin
At-Large Council Member

TS/jt
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Minutes\2020\11-10-2020 CCW Minutes.wpd